INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-040-88-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

NARA accessioned these records in June 1989.

Date Reported: 01/24/2022
REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)
U.S. Department of Commerce

2 MAJOR SUBDIVISION
International Trade Administration

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Charles J. Brett

5 TELEPHONE EXT 377-3430

DATE RECEIVED 2-18-88

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 3303a, the disposal request, including amendments, is approved except for items that may be marked "disposal not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

6 CERTIFICATE OF AGENCY REPRESENTATIVE
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence □ is attached, or □ is unnecessary

B DATE 2-2-88

C SIGNATURE OF AGENCY REPRESENTATIVE
Charles J. Brett

D TITLE ITA Records Management Officer

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
Office of Technical Services

1. Reference Files of E. E. Lewis - reports, studies and agency histories collected or created by Mrs. Lewis while she was an employee of the Office of Technical Services (OTS). Several of the documents were either produced by, or describe the program activities of, organizational units of the Foreign Economic Administration (FEA) and the War Production Board (WPB). OTS assumed some of the functions of these World War II agencies after their dissolution in 1945.

Among the documents included here are: "Guide to the Industrialization of China," issued by the Engineering Service, Bureau of Supplies, Foreign Economic Administration; "Administrative and Contractual Experience with Wartime and Post War Applied Research and Development," issued by OTS; and, related papers describing the activities of the Office of Production Research and Development under the WPB and the Industrial Research and Development Division under OTS. The files are generally arranged by subject matter.

Total volume equals three cubic feet, and the records are unclassified and unrestricted. When they were originally transferred to storage, the files were restricted for use by OTS personnel only. However, no formal statutory or regulatory restrictions appear to bear on their use. Inclusive dates range from 1945 through 1948.
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Disposition: Transfer to the National Archives immediately.</td>
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<td>Accession 376-61Cl202, Boxes 2, 3 and 5.</td>
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